

**ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION  
1400 W. WASHINGTON STREET, CONFERENCE ROOM B1  
PHOENIX, AZ 85007**

**AUGUST 28, 2014 RULE COMMITTEE MINUTES**

Members present:                Jason Pistillo, Chairman  
   Trish Leonard  
   KC Miller

Also present:                    Teri Stanfill, Executive Director  
   Keith Blanchard, Deputy Director  
   Kimm Darling, Licensing Manager

**I.        CALL TO ORDER**

Chairman Pistillo called the Rules Committee meeting of the Arizona State Board for Private Postsecondary Education to order at 3:24 p.m.

**II.       Discussion and Action on the August 22, 2013 Rule Committee Meeting Minutes:** Ms. Leonard made a motion to accept the Minutes as written. Mr. Pistillo seconded the motion and the motion carried.

**II.       DISCUSSION AND ACTION ON PROPOSED RULE REVISIONS TO A.A.C. TITLE 4,  
CHAPTER 39**

Ms. Stanfill explained the rule writer has completed a draft based upon all of the discussions previously held, dated April 1, 2014. Ms. Stanfill explained the formatting with the colors, etc.

Ms. Stanfill stated she would also like to request the rule writer to add the SARA definition for physical presence, add the federal definition of misrepresentation, add definition administrative capability, add that disciplinary action can be taken for failure to submit the required documents, more "tangible" timeline requirements for provisional licensure, added that the Finance Committee can assess/review all operations, added financial criteria for review. Ms. Stanfill also requested that "good moral character" be defined, but the rule writer suggested that it not be defined as it is a legal term.

Probation actions were discussed. Mr. Pistillo suggested training should be provided for the Board regarding disciplinary actions available.

The Committee discussed the issue of debarment - to pursue changes to not limit actions taken only against the ownership of the institution but that action can be taken if necessary based upon the actions of management and/or staff.

The Committee discussed revisions to the Surety Bond calculation: R4-39-108(C) change "shall" to "may" and add to #4 other factors for consideration to include cash reserves, potential tuition liability. \*

Ms. Miller also suggested that from this point forward, student academic records be required to be kept electronically.

The Committee also determined that R4-39-404(F) be stricken.\*\*

Ms. Leonard suggested the refund policy (R4-39-404(5)) be revised. No decision was made.

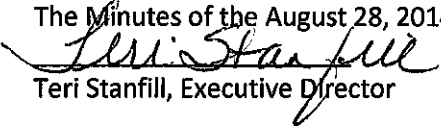
The Committee directed Staff to request the rule writer make the changes and schedule to Rules to be reviewed by the Board at the next meeting.

**IV. CALL TO THE PUBLIC – no one came forward**

**V. ADJOURNMENT**

Chairman Pistillo adjourned the meeting at 3:55 p.m.

The Minutes of the August 28, 2014 meeting were approved at the November 4, 2014 meeting.

  
Teri Stanfill, Executive Director